

July 22, 2015: Minutes of the Rockport Library Trustees

Attendees: Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 10:15am

1. **Minutes of June 25, 2015 reviewed and approved**
2. **Finance and Administration** – FY15 budget, all funds have been transferred or spent. Finance committee approved a transfer request from the town for electric work. We are still waiting for updated information regarding state funding for FY16 budget. The library will be requesting an increase in the FY16 budget at fall town meeting to match increases on contractual services for the elevator and security gates.
3. **Technology** – One laptop was added to Balsam for service. Downstairs laptop was replaced with a newer, unused laptop. Currently reviewing schedule to update RPL computers.
4. **Emergency procedure** – Rosemary Lesch will provide AED staff training in August.
5. **MVLC** – The MVLC shutdown in June effected computer service for one day. RPL staff members, Dorothy Geiser and Brian Audano, were instrumental in getting us up and running in a short amount of time.
6. **Staff and schedule update** – Staff evaluations will be starting soon. We currently have two positions available at the RPL. One is a substitute custodian and the other is a substitute librarian. Also, a library page position will be available at the end of August. Next staff meeting will be in August.
7. **Programs** – There is a wait list for ‘Device Advice’ being held on Thursday afternoons. Summer movies are projected to start in August. Ancestry.com and HeritageQuest are available to RPL patrons, and Director Cindy Grove will be hosting a three-session evening genealogy course in September. A local author event will be held on October 21. November is National Novel Writing month. An area in the library is being planned for writing for the month of November. The Library Directors from Cape Ann are developing a Cape Ann Picture Book program that will begin winter of 2016. Mr. Robert Katz has donated several Great Courses to the RPL.
8. **Children’s library** – RPL is working with Pathways, Sawyer Free Library, and the Cape Ann Museum for the Countdown for Kindergarten program that will continue in August. Children will be able to obtain library cards from the libraries in Rockport and Gloucester. Summer children’s programs have been well attended. A 4-5 member teen advisory group is being formed and is expected to meet at the end of August.
9. **Facilities/Grounds** – Fire escapes will be replaced at the beginning of September. The sewer line work is nearing completion. Serve Pro will be taking down plastic and cleaning. A new carpet runner will be installed in the Rockport Room. The Rockport Room will be reopened in August. It will be open to patrons on Mondays and by sign in at other times. A building evaluation will be taking place at the end of July. A request has been submitted by the RPL for the Fall Town Meeting to have a sealant applied to the building to prevent leaks. The FOL is writing a grant to fund new book drops. They will also appeal to local charitable organizations to help with offsetting costs. Mr. Robert Katz has donated \$1,000. towards this effort. Shifting books collections will create a temporary YA space. Suggestion boxes will be in place as of August.

Next Meeting: Thursday, August 20, 2015 at 10:00am

Meeting Adjourned: 12:00pm

